



STARS
Student Tracking and Reporting System

Security Pledge for New User Information Sheet

Security Pledge for the Use of Confidential Data From the District of Columbia Public Schools

I, _____, through my employment with the District of Columbia Public Schools (DCPS) will have access to secure data. By virtue of my affiliation with this work, I have access to confidential information and use of data that are deemed confidential, personal, and private to DCPS. I understand that access to this confidential data carries with it the responsibility to guard against unauthorized use and the possibility of unauthorized access. To treat information as confidential means not to divulge it to anyone who is not a project member, or to cause it to be accessible to anyone who is not a project member.

I understand that disclosing confidential information directly or allowing non-authorized access to such information may subject me to criminal prosecution and/or civil recovery and may violate the code of research ethics and DCPS.

I agree to fulfill my responsibility on this project in accordance with the following guidelines:

1. I agree to not permit non-personnel to access these sensitive data, either electronically or in hard copy.
2. I agree to not attempt to identify individuals, families, or households except as required by the research for matching students to the datasets provided by DCPS.
3. I agree to notify DCPS if there is a breach of data confidentiality as outlined in this pledge.

Name: _____

School/Office: _____

Email Address: _____

Date: _____

Signature: _____

(Submit a Security Pledge for each user on the attached New User Information Sheet)



STARS

Student Tracking and Reporting System

New User Information Sheet

PLEASE PRINT

School Code: _____

Phone Number: _____

School Name: _____

Principal: _____

DC STARS Users' Names and Positions: Choose one or more roles based on the description in the legend.

Name:	Principal/AP <input type="checkbox"/>	Data Entry <input type="checkbox"/>
DCPS Email Address:	Master Scheduler <input type="checkbox"/>	Attendance Only <input type="checkbox"/>
Position at School:	Counselor <input type="checkbox"/>	Read-Only <input type="checkbox"/>
	Teacher <input type="checkbox"/>	
Name:	Principal/AP <input type="checkbox"/>	Data Entry <input type="checkbox"/>
DCPS Email Address:	Master Scheduler <input type="checkbox"/>	Attendance Only <input type="checkbox"/>
Position at School:	Counselor <input type="checkbox"/>	Read-Only <input type="checkbox"/>
	Teacher <input type="checkbox"/>	
Name:	Principal/AP <input type="checkbox"/>	Data Entry <input type="checkbox"/>
DCPS Email Address:	Master Scheduler <input type="checkbox"/>	Attendance Only <input type="checkbox"/>
Position at School:	Counselor <input type="checkbox"/>	Read-Only <input type="checkbox"/>
	Teacher <input type="checkbox"/>	
Name:	Principal/AP <input type="checkbox"/>	Data Entry <input type="checkbox"/>
DCPS Email Address:	Master Scheduler <input type="checkbox"/>	Attendance Only <input type="checkbox"/>
Position at School:	Counselor <input type="checkbox"/>	Read-Only <input type="checkbox"/>
	Teacher <input type="checkbox"/>	

Principal's Signature

Date

Fax the completed form to the training coordinator with your training request. Fax Number: [202-442-5728](tel:202-442-5728)

Legend:

Principal/Asst Princ	This role allows the user to see all student data, but have limited update rights.
Master Scheduler	This role allows the user to create the school's master schedule.
Counselor	This role allows the user to schedule individual students to classes.
Primary Data Entry	This role allows the user to access all student data with update rights.
Attendance Only	This role allows the user to update rights to student attendance data only.
Read-Only	This role allows the user to view the same data as the primary data entry role, but without update rights.